



DEPARTMENT OF THE ARMY  
ARMY SUBSTANCE ABUSE PROGRAM  
BUILDING 7424 APENNINES DR.  
FORT RILEY, KS 66442

IMRL-HRS

04 August 2015

MEMORANDUM FOR RECORD

SUBJECT: Battalion Prevention Leader (BPL) and Unit Prevention Leader (UPL)  
Training Certification Course.

1. The following dates have been projected for UPL Certification training. Please post to your schedules and calendars. If there are any concerns or comments please contact the Drug Test Collection Point (DTCP) staff at 785-239-4151. BPL/UPL training is a five day training course, and selected individuals for the course must attend all five days to achieve Certification. If a student misses any portion of the course they will at a minimum be required to attend that days lessons the following month and will not be certified until that day.

2. BPL/UPL training location is **Building 7424 (Army Substance Abuse Program)**. Students are reminded to report 10 to 15 minutes prior to class start time, which is 0900. This information will be located on the Fort Riley website. The uniform will be the ACU.

3. All documentation must be completed prior to scheduled class attendance and turned in at building 7424, DTCP. Required documents are as follows:

- ☐ Commander's UPL Selection Memorandum.
- ☐ COMPLETED DA Form 7281 **OR** verification of Secret / Top Secret security clearance memo.
- ☐ Appointment Orders for the BPL/ UPL.
- ☐ Updated Unit ASAP SOP signed by the current Commander.

4. Class registration is on a first come – first serve basis and limited to the first 18 students that have completed all required documentation. Registration is recommended to take place a minimum of two weeks prior. This is due to the limited class size. Registration must also be done in person with CAC card by the UPL candidate.

5. The following dates are the projected Unit Prevention Leader Training Cycle. Dates are subject to change. If there are changes, the UPL candidates affected will be notified via email.

21-25 Sep 2015	26-30 Oct 2015	16-20 Nov 2015	30-04 Nov/Dec 2015
4-8 Jan 2016	1-5 Feb 2016	7-11 Mar 2016	11-15 Apr 2016
9-13 May 2016	20-24 Jun 2016	18-22 Jul 2016	22-26 Aug 2016
19-23 Sep 2016	24-28 Oct 2016		

7. Point of contact for this memorandum is Eric Fleuter at 239-4151 or DSN 856-4151.

//ORIGINAL SIGNED//  
ERIC FLEUTER  
GS-09  
Drug Test Coordinator



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
DRUG TEST COLLECTION POINT (DTCP)  
BLDG. 7424 APENNINES DR.  
FT. RILEY, KS 66442

IMNW-RLY-HRS

MEMORANDUM FOR DRUG TEST COLLECTION POINT

SUBJECT: Battalion Prevention Leader (BPL) / Unit Prevention Leader (UPL) selection.

1. The Battalion Prevention Leader (BPL) or Unit Prevention Leader (UPL) must be of good character and possess sufficient skill, credibility, integrity and maturity to carry out the highly sensitive duties as required by AR 600-85, Military Urinalysis Drug Testing Program SOP.
2. I have read the following and my Soldier meets all the criteria.
  - a. The Soldier must be an E-5 or above for selection as UPL, or E-7 or above for selection as Battalion Prevention Leader (BPL).
  - b. The Soldier has had a required background check (DA Form 7281) OR verification of Secret / Top Secret security clearance. Attach completed form with this request. No records of alcohol or other drug related incident have been discovered within the past three years.
  - c. The Soldier will also have a check with the Drug and Alcohol Management Information Systems (DAMIS) if the Soldier has had a illegitimate positive urinalysis result the Soldier will not be allowed to take the Unit Prevention Leader Course. The DAMIS background check will be conducted by the Drug Test Technician.
  - d. The Soldier is on appointment orders as either the Primary or Alternate BPL or UPL.  
\*\*Attach appointment orders. \*\*
  - e. I have provided a copy of my units ASAP SOP for review.
  - f. I have personally interviewed (rank/name) \_\_\_\_\_.
  - g. I am requesting this Soldier to be enrolled in the UPL certification class on \_\_\_\_\_.

OR

I am requesting this Soldier to be recertified on \_\_\_\_\_.

3. The Soldier will be assigned a class date when all required documentation is accepted at the Drug Test Collection Point, Building 7424.

\_\_\_\_\_  
COMMANDER SIGNATURE

\_\_\_\_\_  
COMMANDER PRINTED NAME

\_\_\_\_\_  
UNIT

\_\_\_\_\_  
PHONE NUMBER



DATE: \_\_\_\_\_

MEMORANDUM FOR DTCP

SUBJECT: Security Clearance Verification.

1. This memorandum is to verify that the following Soldier has a valid Secret or Top Secret security clearance issued by the Federal Government.

A. NAME/RANK: \_\_\_\_\_

B. SSN: \_\_\_\_\_

C. DOD ID #: \_\_\_\_\_

D. TYPE OF CLEARANCE (circle one): TOP SECRET or SECRET

E. DATE CLEARANCE ISSUED: \_\_\_\_\_

F. ENTERPRISE EMAIL ADDRESS: \_\_\_\_\_

2. This memorandum may be used in lieu of the DA FORM 7281, local AA&E background check.
3. POC for this memorandum is the Security Officer at PH# \_\_\_\_\_.

Security Officer OIC or NCOIC Signature: \_\_\_\_\_

Security Officer OIC or NCOIC Name: \_\_\_\_\_



**COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)  
SECURITY SCREENING AND EVALUATION RECORD**

For use of this form, see AR 190-11; the proponent agency is PMG.

When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.

NAME OF INDIVIDUAL BEING SCREENED	GRADE
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**SECTION I - IMMEDIATE COMMANDER'S INTERVIEW**

The interview required by AR 190-11 has been conducted.

NAME OF COMMANDER	GRADE	SIGNATURE	DATE
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**SECTION II - PERSONNEL RECORDS SCREENING**

Personnel records have been reviewed in accordance with the AR 190-11.  
Information ☐ is ☐ is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION III - MEDICAL RECORDS SCREENING**

Medical records have been reviewed in accordance with the AR 190-11.  
Information ☐ is ☐ is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK**

A law enforcement/security records check has been conducted in accordance with AR 190-11.  
Information ☐ is ☐ is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK**  
*(If permitted by state, city, or local laws)*

Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11.  
Information ☐ is ☐ is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION VI - IMMEDIATE COMMANDER EVALUATION**

Individual has been screened in accordance with AR 190-11.  
After thorough review of all information provided, I find this individual ☐ suitable ☐ unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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(Office symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Unit Prevention Leader

1. Effective (Date), SFC John Doe, 123-45-6789, is assigned the duty as Primary Unit Prevention Leader (UPL). SFC Steve Edwards, 231-45-6789 is assigned as Alternate UPL.
2. Authority: AR 600-85.
3. Purpose: The Unit Prevention Leader is expected to be the commander's subject matter expert on all areas within the Army Substance Abuse Program (ASAP), conduct flawless urinalysis collections, provide alcohol and other illicit drug training to the unit and assist the commander in running his/her drug prevention programs.
4. Period: 18 months or until officially relieved or released from appointment.
5. Special Instructions: Primary and Alternate UPL's must be certified on an annual basis through the Army Center for Substance Abuse Programs approved Unit Prevention Leader Certification Training Program.

John D. Commander  
CPT, MS  
COMMANDING

## **Changeable Unit SOP**

To find the Changeable Unit SOP on the internet -

- Type in the entire address as listed below.

<http://www.riley.army.mil/Services/SoldierServices/ArmySubstanceAbuseProgram.aspx>

- Click on Unit Supplemental SOP on the right hand side under PUBLICATIONS
- Save a copy
- Ensure to change the Unit Information in the header and have current unit commander sign.
- Information in blue type is what is generally modified.